United Nations ST/SGB/2006/9

# Secretariat

24 August 2006

## Secretary-General's bulletin

### Consideration for conversion to permanent appointment of staff members eligible to be considered in 1995

The Secretary-General, acting on the commitment given in June 2006 to the Staff-Management Coordination Committee at its twenty-seventh session to take immediate action on the consideration for conversion to permanent appointment of staff members who were eligible to be considered in 1995, promulgates the following:

**Section 1**
**Eligibility**

The staff members who will be eligible for consideration for conversion to permanent appointment under the present bulletin are staff members currently in active service who were eligible to be considered when the granting of permanent appointments was suspended by Secretary-General's bulletin ST/SGB/280. In order to be eligible, a staff member must, as at 13 November 1995, have completed five years of continuous service on fixed-term appointments under the 100 series of the Staff Rules and have been under the age of 53 years on that date.

**Section 2**
**Criteria for granting permanent appointments**

In accordance with staff rules 104.12 (b) (iii) and 104.13, a permanent appointment may be granted, taking into account all the interests of the Organization, to eligible staff members who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.

**Section 3**
**Procedure for making recommendations on permanent appointments**

3.1 Every eligible staff member shall be reviewed by the department or office where he or she currently serves to ascertain whether the criteria specified in section 2 above are met. Recommendations regarding whether to grant a permanent appointment shall be submitted to the Assistant Secretary-General for Human Resources Management.

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3.2 A similar review shall also be conducted by the Office of Human Resources Management or the local human resources office.

3.3 In order to facilitate the process of conversion to permanent appointment under the present bulletin, recommendations to grant a permanent appointment which have the joint support of the department or office concerned and of the Office of Human Resources Management or local human resources office shall be submitted for approval and decision to the Assistant Secretary-General for Human Resources Management.

3.4 In the absence of joint support for conversion to permanent appointment, the matter shall be submitted for review to the appropriate advisory body designated under section 3.5 below. The purpose of the review shall be to determine whether the staff member concerned has fully met the criteria set out in section 2 of the present bulletin. The advisory body may recommend conversion to permanent appointment or continuation on a fixed-term appointment.

3.5 For the purpose of this section, the appropriate advisory body shall be:

(a) For staff at the D-2 level, the Senior Review Group;

(b) For staff at the P-5 and D-1 levels administered by offices located in New York, Geneva, Vienna and Nairobi, the advisory body shall be the Central Review Board established at the location. Staff members serving at other locations shall normally be considered by the Central Review Board in New York but may be referred to another Board in order to expedite the process;

(c) For staff at the P-2 to P-4 levels administered by offices located in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago, the advisory body shall be the Central Review Committee established at the location. The Central Review Committee in New York shall also consider eligible staff in the Field Service category;

(d) For staff in the General Service and related categories administered by offices located in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago, the advisory body shall be the Central Review Panel established at the location.

3.6 The recommendations of the advisory body shall be submitted to the Secretary-General for decision in respect of staff at the D-2 level. Recommendations in respect of all other staff members shall be submitted for decision to the Assistant Secretary-General for Human Resources Management.

**Section 4**
**Entry into force**

The present bulletin shall enter into force on 1 September 2006.

(*Signed*) Kofi A. **Annan**
Secretary-General